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SECRETARY

*The Commonwealth of Massachusetts*  
*Executive Office of Public Safety*  
*Department of Fire Services*  
*P.O. Box 1025 ~ State Road*

*Stow, Massachusetts 01775*

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STEPHEN D. COAN  
STATE FIRE MARSHAL

THOMAS P. LEONARD  
DEPUTY STATE FIRE MARSHAL

**Please Post**

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## **Coordinator of Nightclub Fire Safety Training**

### **Job Information:**

Official Title:	Coordinator of Nightclub Fire Safety Training
Functional Title:	Coordinator of Nightclub Fire Safety Training
Position Type:	Contractor
Full-time/Part-Time:	Full-time
Salary Range:	\$30-35 per hour
Shift:	Day
Number of Vacancies:	1
Confidential:	No
City/Town Location:	Stow
Facility Location:	Stow
Region:	Central
Application Deadline:	April 18, 2005

\*Please note that this position is being posted with the expectation that the necessary funding will be available in January 2005.

### **Duties:**

The Coordinator of Nightclub Fire Safety Training is responsible for developing a plan for development and the implementation of a Nightclub Fire Safety Training Program as required by Chapter 304 of the Acts of 2004. The Coordinator is responsible for developing, piloting, delivering and implementing Nightclub Fire Safety Training programs for owners and employees of clubs with a capacity of 100 or more persons, as well as municipal fire and building inspectors (in conjunction with the Department of Public Safety). The training programs shall include explanations of the changes to the state's building and fire codes, the requirements for sprinkler systems in nightclubs with a occupancy of 100 or more, penalties for clubs with occupancies of less than 100 that exceed capacity, the accelerated tax depreciation deduction for the purchase of automatic sprinkler systems required to be installed as a retrofit in existing nightclubs from the

current 39 years to 5 years, the criminal penalties for dangerous conditions in public assembly buildings, and criminal penalties for violations of the state building and fire codes when the violations result in significant injuries or death, as well as the proper use and storage of all forms of fire extinguishers.

### **Duties:** (continued)

- Develops a plan for the implementation of the Nightclub Fire Safety Training Programs required by Chapter 304 of the Acts of 2004.
- Develops and implements the training programs in accordance with Chapter 304.
- Develops all components related to the training programs, including didactic component, practicum, student guide, instructor guide, and/or other related course materials as required.
- Conducts pilot training programs to evaluate and revise the programs as needed.
- Develops and conducts a Train the Trainer program for the curriculum.
- Performs related work, such as attending and scheduling meetings, responding to calls and correspondence and directing such to the appropriate staff for replies, and maintaining records and files.

### **Qualifications:**

- Knowledge of Chapter 304 of the Acts of 2004
- Knowledge of the principles, methods and practices of modern fire prevention and fire safety.
- Knowledge of fire protection programs.
- Knowledge of instructional strategies for adult learners.
- Knowledge of curriculum development and training methods and practices.
- Knowledge of state fire safety codes and federal codes and regulations.
- Knowledge of the types and uses of personal protection and safety equipment.
- Knowledge of hazardous materials such as asbestos, explosives, and fireworks.
- Knowledge of safeguards during building construction, modification and demolition.
- Knowledge of the principles, practices and correct usage of the English Language, including grammar, spelling, sentence structure and punctuation.
- Ability to accomplish work objectives where few precedents or guidelines are available.
- Ability to adapt to varied work situations.
  - Ability to adjust to varying or changing situations to meet emergency or changing program requirements.
- Ability to be self-motivated and a self-starter.
- Ability to communicate effectively orally and in writing.
  - Ability to deal tactfully with others.
- Ability to establish and maintain harmonious working relationships with others.
- Ability to establish rapport with persons from different backgrounds.
- Ability to exercise sound judgment.
  - Ability to follow and give written and oral directions.
- Ability to gather information by researching on the internet, contacting other jurisdictions or professional organizations and examining records and files.

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- Ability to give oral and written instructions in a precise understandable manner.
- Ability to maintain accurate records and files.

Qualifications: (continued)

- Ability to make effective presentations.
- Ability to motivate others.
- Ability to organize work, follow through on assignments and handle multiple assignments simultaneously.
- Ability to prepare and use charts, graphs and tables.
- Ability to promote multidisciplinary cooperation within the learning environment.
- Ability to represent the Department of Fire Services to fire department personnel, owners of buildings, contractors, engineers, architects and developers in public meetings.
- Ability to understand, explain and apply the laws, rules, regulations and guidelines, policies, procedures etc. governing the agency.
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence.
- Excellent computer skills including familiarity with laptop computers with CD ROM capability and the MS Office Suite of Applications.
- Excellent public speaking skills.
- Excellent writing skills.

**Minimum Entrance Requirements:**

Applicants should have at least four years of full-time, or equivalent part-time professional, administrative or managerial experience in fire service training.

**How to Apply:**

Submit Cover Letter, Resume and Application no later than April 18, 2005 to:

Human Resources

Department of Fire Services

P.O. Box 1025, State Road, Stow, MA 01775

Telephone: (978) 567-3146 Fax# 978/ 567-3145

E-mail: Marilyn.Nieves@state.ma.us

Please download application from DFS website [www.state.ma.us/dfs](http://www.state.ma.us/dfs) and click on jobs@DFS

Agency web address: <http://www.state.ma.us/dfs/>

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